



TAMUK TRAVEL UPDATE

MAY 2020

Concur Company Notes

The Travel information below has been added to the Company Notes on the Concur Home Page.

COMPANY NOTES

Prior System guidance regarding travel remains in effect. No international travel is permitted through May 31st unless it is directly critical to the ongoing international efforts to deal with COVID-19 or waiver is granted by the President or Agency Head. No domestic air travel is permitted unless deemed mission critical, through May 31st. All travel must be approved by university/agency central administration in advance. We will revisit this travel guidance prior to May 31.

For current information and policies from the airlines, car rental companies, and hotel chains, visit: <https://ctp-travel.com/coronavirus/>

Airlines Set Face Mask Requirements

Friday, May 1, 2020

Amid COVID-19, flying etiquette is changing, as airlines are now requiring flight attendants and passengers to wear homemade or commercial masks. *Please be sure to check the individual airlines policies prior to departure for the latest updates & requirements.*

More information related to University Travel restrictions can be found at the following links –

[CTP Coronavirus Resources](#) – links to travel vendor policies

[TAMUK Coronavirus Updates](#) – links to updates from TAMUK and System on COVID-19

Virtual Concur User Workshops

Concur User Workshops are now available on Microsoft TEAMS! If you would like assistance with Travel/Concur, attend a virtual Concur User Workshop via Microsoft TEAMS.

Microsoft TEAMS is a virtual learning/collaboration platform similar to ZOOM and Blackboard Collaborate. With audio/visual capability, we will be able to see and hear your questions, as well as share our screens, so that you will see your question being answered! If you need assistance getting started with Microsoft TEAMS, please contact ITS.

To sign up for a Concur User Workshop, please email travel@tamuk.edu and request the invite for the date and time that fits your schedule. The invite to the Virtual Concur User Workshop will be emailed to you via an outlook calendar invite.



TRAVEL TRAINING

Concur User Workshops are available on Microsoft TEAMS!

Since the COVID-19 crisis has most of us working remotely, Concur User Workshops are now available thru Microsoft TEAMS. If you would like assistance with Travel/Concur, attend a virtual Concur User Workshop via Microsoft TEAMS!

To sign up, please email travel@tamuk.edu and request the invite for the Concur User Workshop date and time (below) that fits your schedule. The invite to the virtual Concur User Workshop will be emailed to you via an outlook calendar invite. If you need assistance with Microsoft TEAMS, contact the ITS Help Desk.

MORNING WORKSHOPS	
<i>Date</i>	<i>Time</i>
Wednesday, May 27, 2020	9:00AM – 11:00AM
Thursday, May 28, 2020	9:00AM – 11:00AM

AFTERNOON WORKSHOPS	
<i>Date</i>	<i>Time</i>
Wednesday, May 27, 2020	2:00PM – 4:00PM
Thursday, May 28, 2020	2:00PM – 4:00PM

[TAMUK Travel Policy Training](#) is available on TrainTraq thru the SSO and can be accessed by searching for [Course # 2112567](#). Travel resources are available on the [TAMUK Travel website](#) and via [Concur training videos](#).

If you have specific questions regarding TAMUK Travel Policy or Concur processes, please contact travel@tamuk.edu.

For more information, email travel@tamuk.edu